

**SANTA CLARA FIRE DEPARTMENT
FIRE PREVENTION AND HAZARDOUS
MATERIALS DIVISION**

1675 Lincoln Street, Santa Clara, CA 95050

PHONE: (408) 615-4970

FAX: (408) 241-3006



FIRE WATCH GUIDELINE

PURPOSE:

Fire watch requirements apply whenever a building or premises presents a hazard to life or property as the result of a fire or other emergency, or when it is determined that any fire protection equipment or life safety system is inoperable, defective, inadequate, has been taken out of service, is not approved, or when deemed necessary by the Santa Clara Fire Department.

DEFINITION:

Fire Watch: A temporary measure intended to ensure continuous and systematic surveillance of a building or portion thereof by one or more qualified individuals for the purposes of identifying and controlling fire hazards, detecting early signs of unwanted fire, raising an alarm of fire and notifying the fire department.

Nuisance Alarm: Any alarm caused by mechanical failure, malfunction, improper installation, or lack of proper maintenance, or any alarm activated by a cause that cannot be determined.

REQUIREMENTS:

1. The duration and times per day for a fire watch shall be determined by the Santa Clara Fire Department. Fire Watch Personnel shall conduct periodic patrols of the entire building and/or facility. Patrols shall be conducted every 15 minutes if the building/facility has people sleeping, is an institutional facility or an occupied assembly facility. Facilities not meeting the previous conditions shall be patrolled every 30 minutes.
2. Fire watch personnel shall be pre-approved by the Santa Clara Fire Department. Assigned fire watch personnel shall:
 - a. Be able to communicate effectively;
 - b. Be thoroughly familiar with the area they are patrolling;
 - c. Patrol their designated area at least once each half hour;
 - d. Make reports as instructed. A written record of patrol rounds and any significant information shall be recorded in accordance with the Fire Watch log below;
 - e. Alert building occupants of an emergency and direct evacuation when required.
3. Fire watch personnel shall have access to at least one approved means of communication; know the exact address of the property, and how to report a fire or other emergency condition by **Calling 9-1-1**.
4. Fire watch personnel shall be trained in the use of fire extinguishers, shall have access to all facility fire extinguishers, and know the fire extinguisher locations.
5. Fire watch personnel shall have knowledge of and be trained in the facility's evacuation plan in the event of a fire. They shall be able to communicate with occupants well enough to give an evacuation order.

6. Fire watch personnel shall not be permitted, while on duty, to perform any other duties.
7. Fire watch personnel shall not be impaired and shall remain awake and alert at all times.
8. Personnel shall remain on duty until properly relieved and shall relay any special orders or pertinent information to relief personnel and/or management.
9. Fire watch personnel shall keep a log of fire watch related activities. This log shall include; address of the facility, time of each patrol, name of the fire watch person, comments and other related activities performed, findings (i.e. all clear, checked hallways, kitchen clear, and exits operational). The log shall be faxed to 408-241-3006 or delivered daily to the Santa Clara Fire Department, Fire Prevention and Hazardous Materials Division.
10. Fire watch shall be maintained, until released in writing by the Fire Department.
11. When system repairs or alterations are being conducted, the responsible parties need to notify the Fire Prevention and Hazardous Materials Division when plans are being submitted for review. This will allow the Fire Department to better track the plans and provide a timely review process.

RECORD KEEPING:

A fire watch log shall be maintained at the facility. The log must be available to the Santa Clara Fire Department at all times during the fire watch. The log will show the following; The address of the facility Times the patrol completed each tour of the facility Name of the person(s) conducting the fire watch Record of any communication(s) to the Fire Department and/or monitoring company Record of other information as required by the Fire Department

Note:

Random checks may be made by Fire Department personnel to insure all of the above provisions are being complied with. Such individuals shall not be required or permitted, while on duty, to perform any other duties than those herein specified.

CANCELLATION OF A FIRE WATCH:

It is the Owners' responsibility to cancel the fire watch once the fire protection system(s) have been fully restored. Once the fire watch has been cancelled, the owner or representative must notify the monitoring company and the Santa Clara Fire Department. The Fire Prevention and Hazardous Materials Division office can be reached during normal business hours at (408) 615-4970. If repairs are completed after normal business hours, or on the weekend or a holiday, you may notify the office the next business day. If requested, the fire watch log shall be forwarded to the Santa Clara Fire Department and will be maintained in the Fire Prevention and Hazardous Materials Division file for the building. For additional information about fire alarms and fire suppression systems or confidence testing of the systems, contact the Fire Prevention and Hazardous Materials Division

FIRE WATCH LOG

Business Name/DBA:			
Street:		City: Santa Clara	State: CA
Zip Code:			
Fire/Life Safety Impairments:			
Name & Title of Person with Overall Responsibility:		E-mail:	Cell Number:
Name & Title of Person(s) Conducting Fire Watch:		E-mail:	Cell Number:
Shift Start (time):		Shift Ends (time):	
Date:	Patrol Time:	Notes:	Initials:
	6:00 am		
	6:30 am		
	7:00 am		
	7:30 am		
	8:00 am		
	8:30 am		
	9:00 am		
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